



Idaho  
Emergency  
Communications  
Commission

## IDAHO EMERGENCY COMMUNICATIONS COMMISSION

4040 W. Guard St.

BOISE, ID 83705

### OFFICIAL MINUTES

A meeting of the Idaho Emergency Communications Commission (ECC) was held on June 5, 2008 at Gowen Field, building 440, room 274. Chairman Nancolas called the meeting to order at 1:37 p.m. A quorum was present.

#### **Members Present:**

- Garret Nancolas, Mayor, City of Caldwell, Commission Chairman
- Teresa Baker, Ada County Prosecutor's Office
- Clint Berry, Qwest, Boise
- Troy Hagen, Ada County Paramedics
- R. David Moore, Blackfoot Police Chief, Commission Treasurer
- Chris Smith, Idaho Sheriffs Association
- Matt Beebe, Canyon County Commissioner
- Rich Wills, State Representative, Commission Vice-Chairman (Phone Bridge).
- Ann Cronin, Special Assistant, Idaho State Police, Commission Secretary (Phone Bridge)

#### **Members Absent:**

- Jim Lemm, J & R Electronics, INC., Coeur d'Alene
- Bill Shawver, Director Homeland Security
- Mitchell Toryanski, Lead Deputy Attorney General and Ex-Officio Member

- Kevin Quick, Chief, Pocatello Fire Department
- Dia Gainor, Chief, Idaho Bureau of Emergency Medical Services

#### **Others Present:**

- Bruce Bowler, Madison County Sheriffs Office
- Lex Rutter, GEO. Comm
- Carmen Borger, Nampa Police Department
- Dodie Collier, SIEC
- Nancy Gollaher, Military Division
- Christine Stewart, Idaho State Communications
- Cindy Felton, City of Lewiston (Phone Bridge)
- Lorraine Elfering, Communications Manager, Canyon County
- Todd Herrera, Canyon County Sheriffs
- James Brede, Administrative Assistant, Public Safety Communications
- Eddie Goldsmith, ECC Project Manager

#### **Approval of Agenda**

Chairman Nancolas asked for a review of the Agenda.

**MOTION: It was moved and seconded that the Commission approve the Agenda for the June 5, 2008, Idaho Emergency Communications Commission meeting. The motion passed.**

## **Approval of Minutes**

Chairman Nancolas asked for a review of the April 10, 2008 Minutes.

**MOTION: It was moved and seconded that the Commission approve the minutes of the April 10, 2008, Idaho Emergency Communications Commission meeting as amended. The motion passed.**

## **Financial Report**

Commissioner Moore presented the first set of financial information:

The amount of expenditures for April is \$67,592.00; the Year to Date amount of revenue collected is \$122,865.00; the current Cash Balance is \$271,825.00.

Moore asked that the report be accepted.

**MOTION: It was moved and seconded that the financial statement be approved. The motion passed.**

Commissioner Moore presented the second set of financial information:

The amount of expenditures to date is \$80,920.00; the Year to Date amount of revenue collected is \$132,315.00; the current Cash Balance is \$267,948.00.

Moore asked that the report be accepted.

**MOTION: It was moved and seconded that the financial statement be approved. The motion passed.**

## **SIEC Update**

Dodie Collier reported on the following:

Collier updated the Commission on her recent meeting attended with the Idaho Sheriff Association.

Collier said we received the green light and approval on the PSIC grant. Collier also mentioned she was just informed that there was going to be another fifty million through the same office of Emergency Communications, focused on Governance, Standard Operating Procedures and Training. Moreover, Collier said 1.6 billion has been authorized to follow in the next three to four years, but has not been appropriated. Collier said she traveled to Washington D.C. twice in the past forty-five days; the first trip she had the opportunity to work on the guidelines for the new funding and the second trip was to work with other states on locally driven petitioner Governance.

Chairman Nancolas asked Collier if the money appropriated was authorized, in reference to the Homeland Security Budget. Collier said yes we are approved to expend funds.

Additionally, Collier said SIEC positions will expire in July and all personnel currently seated would like to return for another term.

Collier said 88% of counties have submitted their Communication Plans and she has received a flurry of counties with EMS Grant opportunities.

## **E911 Program Coordinator Report**

Eddie Goldsmith reported on the following items:

April, Met with Caribou County to assist their new GIS and MSAG Coordinator.

May 6, Attended a CIDA meeting in Grangeville, concerning their networking fiber optics and connectivity.

May 13, Visited Benewah County to conduct the final on them moving from basic to enhanced.

May 15, Met with the Lewis County Commissioners in reference to the new surcharge that will be put on the ballot. In addition, Goldsmith said the Lewis County Commissioners have requested public education on this issue.

May 28, Met with Elmore County and Mountain Home Air Force Base to finalize their Memorandum of Understanding for E9-1-1 service.

May 29, Met with Valley County to work on their enhanced E9-1-1 system.

Goldsmith briefed on the Model State 9-1-1 plan and said it will give us the ability to receive grant money. Goldsmith distributed a copy of the new PSAP Sight Survey's and said this was a draft version only. Goldsmith said he will need to visit with each PSAP to identify compliance items for the State Model. Goldsmith also said he will be meeting in Tampa to finalize the acceptance of the Model; once accepted he will post it on our website. He also emphasized the Model is only a guideline for us to use to make a plan for Idaho.

Chairman Nancolas asked Goldsmith a question related to the review process and when it would take place.

Goldsmith said the process will go through the Technical Committee and individual PSAP's for their input.

Goldsmith also talked about the enhanced 9-1-1 problems in northern Idaho and said he had been asked to be put on the committee designed to expand cellular communication within the State.

Commissioner Baker asked Goldsmith who had made the request and Goldsmith said he believes it was someone from the State, referred by Commissioner Gainor. Goldsmith said would get more information at the next meeting.

### **Sub-Committee Reports**

Commissioner Baker reported on the following items:

Draft resolution for the counties passed to enact the enhanced emergency communications grant fee. She also mentioned routing a letter from the Governor, directed to the counties to urge them to pass the resolution. Baker said she was working with one of the Governor's staff members and would like to have it completed in the next few days. Baker said the counties will be meeting next week and she should have additional information for the Commission.

Commissioner Moore asked how soon will they have the letter and Baker said they will be meeting next week. Moore also recommended that the commission be prepared by July.

Commissioner Beebe asked if a county is already collecting funds, can the fee be increased by the resolution only. Baker said yes.

Commissioner Berry had a question on when they will be moving forward and Goldsmith said he will know more after he meets with them. Berry also asked about at what point do we want to think about smaller grants for the counties that need small amounts of money to get going. Commissioner Moore said that now is the time and Commissioner Baker said it is time to get the ball rolling and start working on grants and applications. Chairman Nancolas said this would be a good item to put on the July Agenda.

Chairman Nancolas asked several questions on budget meetings and what Committee was working the 25 cent surcharge issue. Commissioner Baker said she would be happy to work on it and would make sure all deadlines are met. She also suggested assistance from Commissioner Gainor.

Commissioner Berry briefed on Multi-Line-Telephone Systems (MLTS) and said he has put together a presentation to educate customers on the advantages of the system. Berry also covered the safety issues of not having the system. Chairman Nancolas said it could be considered a life safety issue and suggested it fall under Planning and Zoning and target new development.

### **PSAP Standards**

Christine Stewart presented the following report:

Stewart, State of Idaho Communications announced that the PSAP Standards Commission voted to select Bruce Bowler, Madison County Sheriffs Office for the PSAP Standards Committee. In addition, Erin Hidalgo from Bingham County was elected Chairperson for the PSAP Standards Committee.

Stewart stated that the PSAP Standards Committee has made significant progress and have had great momentum and productivity. Stewart said the Committee has identified problems with recruitment and retention of qualified personnel. Stewart thinks training is the portion they can make the biggest change.

Stewart discussed the creation of the following four teams:

- (1) PSAP Workshop
- (2) Entry Level Training
- (3) Post Certification
- (4) Public Education.

Stewart said those were the four areas that needed the most work. Stewart talked about the cost effectiveness of the PSAP Workshops and the ability to attend classes. Stewart discussed options for teleconferencing through the Idaho Transportation Department, in effort to reduce the amount of travel required. She also presented ideas on go-to-meetings on the internet in conjunction with the teleconference. Stewart said the first workshop should be in place by the end of June and will include records management, stress management and possibly ILETS training.

Stewart also said they have come up with a basic curriculum for entry level training for new dispatchers. The training will be available on a DVD and be 12 – 20 hours in length, hopefully given to a dispatcher in the first few weeks of hire. It will be free and financed by monies through the Commission. Stewart said it is going to be a great tool for the non-traditional dispatchers.

Stewart discussed the importance of Post Certification and said this is where the biggest portion of their efforts have gone. Currently Idaho does not require certification and the public has a perception of competence when they make a 911 call. She talked about mandatory minimum certification and made the comparison to other law enforcement entities. Stewart said the change will need to go through the POST Council and get curriculum approval. The second part of the process is to enact legislation to make certification mandatory within one year of hire.

Stewart discussed the Public Education portion and said they currently do not have a lead person assigned. She emphasized the importance of public education and said everybody needs to be aware of what's happening in dispatch. Stewart talked about using a website to place information concerning

policies, training and current events. In conclusion, Stewart relayed they plan to launch the program in the next few months.

### **New Business**

July 2, 2008 (Election of new officers)

**MOTION: It was moved and seconded that the election of new officers in July be approved. The motion passed.**

### **Future Meetings:**

- July 2, 2008 (Gowen Field Bldg 440) (Check with Commissioner Wills)
- August 7, 2008 (Gowen Field Bldg 440)
- September 4, 2008 (Coeur d' Alene) (Location to be determined)

**MOTION: It was moved and seconded that future meeting dates be approved. The motion passed.**

### **Open Comment Period**

Chairman Nancolas asked if anybody in the galley had any questions or comments.

Chairman Nancolas asked personnel to send training ideas to Eddie Goldsmith. He also mentioned the Change of Command Ceremony and asked Nancy Gollaher to send information out to Committee members. In conclusion, Nancolas asked if anybody wanted tickets to the Caldwell Night Rodeo.

**MOTION: It was moved and seconded that the Commission adjourn. The motion passed.**

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Garret Nancolas  
Mayor, of Caldwell, Commission Chairman

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James W. Brede  
Administrative Assistant, Public Safety Communications